

**PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES  
St. Paul's United Church, Thursday, April 4<sup>th</sup>, 2019, 4:30-7:35 PM**

**CALL to ORDER** at 4:40PM

**OPENING WORSHIP** – Rev Cathie Waldie shared a reading by Nora Sanders, general secretary of the Regional Council called “Keeping Hope Alive”. We went around the table sharing hopes for our community and world, then Rev Cathie offered a prayer of hope.

**VOLUNTEER FOR SECRETARY** – Leslie Bezte volunteered to record the minutes.

**ATTENDANCE:** Rev. Cathie Waldie (acting chair), Louise Gardiner, Leslie Bezte, Bruce Lyng, Margot Craig, Brian Saunderson

**APOLOGIES:** Deb Hamilton

**APPROVAL OF AGENDA**

**Motion:**

**MOVED BY** Brian Saunderson **SECONDED BY** Margot Craig to approve the agenda as presented.

**CARRIED**

**REVIEW OF RESPONSIBILITIES OF GOVERNING BODIES** (*The Manual 2019*, Section **B.2 and B.7**) – These sections of *The Manual 2019* were distributed to all members to be reviewed for the next meeting (attached)

**APPROVAL OF MINUTES OF PREVIOUS MEETING – February 20<sup>th</sup>, 2019**

**Motion:**

**MOVED BY** Louise Gardiner **SECONDED BY** Bruce Lyng to approve the minutes of February 20, 2019.

**CARRIED**

**BUSINESS ARISING/UNFINISHED BUSINESS:**

- 1. Clarification of liability insurance at St. Paul's** – It is the responsibility of the Trustees to manage the insurance for our building. Rev Cathie has been in touch with Brian Nedohin. The Parish is to check with BSI about our existing liability and whether renters need extra liability insurance. There is a concern that any liability issues involving renters could fall on Pembina Parish.
- 2. Concerns re: Fountain of Life** – Louise Gardiner and Marlene Holewka have a meeting scheduled at the end of April with Fountain of Life. They will discuss if the space is meeting their needs and if the use is in their rental agreement. They will also discuss sound equipment concerns and ask if they are aware of our discernment process. Brian Saunderson volunteered to join them in the discussion.

3. **Policy for Cancellation of Church services/Activities due to severe winter weather** – Leslie Bezte is developing this. Tabled to the next meeting.
4. **Changes to Pembina Parish Constitution: next steps** – The Pembina Parish Constitution was revised to include our new Core Values, Mission Statement and Vision Statement (attached). We discussed the possibility of presenting the changes at the next Congregational Discernment Meeting. Brian Saunderson will request this of the Discernment Committee at their next interest group meeting.
5. **St. Paul's House Group Co-ordinator concerns** – A meeting was held with Edith Lovatt, Bruce Lyng, Louise Gardiner, Marlene Holewka, Esther Rothenburger and Kaye Lyng to discuss concerns and possible actions for the House Group co-ordinator position. (outcomes attached). We need a House Group co-ordinator and assistant co-ordinator for 2019. There is no easy fix for revising this. We need to make it a priority for this year and look at the House Group responsibilities.  
**Motion:**  
**MOVED BY** Bruce Lyng **SECONDED BY** Brian Saunderson to investigate and revise the House Group model as a goal for Leadership Team in 2019.  
**CARRIED**  
To start with we will make a list for volunteers to sign up for the various House Group tasks. Louise Gardiner will get Laurie Wiebe to help her prepare a list. Margot Craig volunteered to take on the duties in the interim.
6. **Follow-up from Annual meeting** – Louise Gardiner asked which account to use for the up to \$20,000 for engaging a consultant in preparation of Right Sizing the facility at St. Paul's  
**Motion:**  
**MOVED BY** Brian Saunderson **SECONDED BY** Margot Craig to use the St Paul's Building Fund to pay for costs associated with hiring a consultant in preparation of Right Sizing the facility at St. Paul's  
**CARRIED**
7. **Congregational Designated Minister position – Finance Interest Group** – discussed under CDM search Report
8. **Minister Succession Planning** – discussed under M & P Report
9. **Closure of St. Paul's UCW** – discussed under Worship Interest Group Report

## REPORTS

1. **Finance** – Louise Gardiner presented the financial report to February 28, 2019 (attached). Our net loss is \$5872.81. It looks like givings were down because one Sunday service was cancelled and one deposit is not reflected in this report.

Expenses appear high because contractors were drawing our hydro and their remittance for that does not appear on the February report.

- 2. Congregational Designated Minister search** – Karen Ching, Marlene Holewka and Rev Cathie Waldie interviewed two candidates but they were not deemed appropriate.

**Motion:**

**MOVED BY** Bruce Lung **SECONDED BY** Margot Craig to post the CDM position again with a mid-August start date.

**CARRIED**

There was discussion around striking a committee to discuss the direction of the activities of the CDM.

- 3. Ministry and Personnel committee** – Bruce Lyng presented the Ministry and Personnel report (attached). M & P would like Leadership to start thinking about Rev Cathie Waldie’s retirement and suggest this topic be on our agenda in the fall of 2019. Rev Cathie will be on vacation April 22-May 6, 2019 and study leave May 7-8, 2019.
- 4. Minister** – Laurie Wiebe and her partner have requested to be baptized.
- 5. Zion-Calvin** – recall that Zion Calvin only received \$9000 from insurance after the roof damage. They are changing their insurance to make sure they have the best coverage.

**6. Interest Groups:**

**6.1 Worship** – There will be a service to honor the St. Paul’s UCW on June 9 with coffee and cake after church. We would like to present each member with a rose.

**6.2 Sunday School(s)** – St. Paul’s Sunday School will be selling flowers for the Chance To Grow program April 28- May 12. The last day of Sunday School will be May 12. We have one graduate, Tristin Bezte, who will receive his grad blanket on June 23. Zion Calvin Sunday School finishes June 9 with a grad blanket presentation to Brooklyn Nicol on the same day.

**CORRESPONDENCE**

- 1. Package from Committee on Community of Faith Support, Prairie to Pine Region** – Each congregation in the Parish will need to make a “covenant” with the regional council using the guidelines from the package, due in May. It should be a ½-1 page document about our governance, mission and vision, ministry summary, goals and projects, ecumenical and outreach involvement. Rev Cathie Waldie will ask Marlene Holewka, Pat Gibson and Sue Nelson if they would like to form a subcommittee to prepare a draft of this for our next Leadership meeting.
- 2. Zion-Calvin Building Interest Group proposal** – attached. Proposal to maintain the building and restore the historical integrity aspects of Zion Calvin.

**Motion:**

**MOVED BY** Louise Gardiner **SECONDED BY** Leslie Bezte to accept the proposal for the Zion Calvin Interest Group.

3. **Note from Laurie Wiebe re: office items** – there was discussion around items found in the office. We decided to store the tape deck recorder, destroy the CD's and floppy programs, offer the shelf to the congregation and ask for volunteers to go through the library. Leslie Bezte volunteered to look through the VHS tapes to see if anything was worth keeping.
4. **Request from Menzies family re: chair** – The Menzies family has offered a chair to St. Paul's. Leadership decided to take it and put it near the pulpit. There was also discussion around a cross in the quiet room that was Bob Menzies' that needs to be returned to the family.
5. **Broadview** – This publication is the equivalent to *The Observer*. The first issue is out.
6. **Thank you notes to send out** – Bruce Lyng will send a thank you to Martin Worrall for painting the office.

**NEW BUSINESS**

1. **Election of officers to Leadership Team** – the positions held for 2019-20 are:
  - Chair – Brian Saunderson
  - Vice-chair – Leslie Bezte
  - Finance – Louise Gardiner
  - Recording Secretary – Leslie Bezte
2. **Strategic plan for Mission, Vision and Values** – It was discussed that we will continue to work on achieving elements of our vision in monthly meetings outside of our business meetings. For next month we will have both meetings on the same day.
3. **Request for further refugee sponsorship** – It has been three years since our Syrian families arrived. They were on ecumenical support for 1 year, then social assistance since then. Our partners in the community are looking to support another family and are asking for financial support. Discussion ensued about our “outside” mission and how much money we could commit and the strategy to support this.

**Motion:**

**MOVED BY** Louise Gardiner **SECONDED BY** Bruce Lyng to commit to sponsoring a new Syrian family to a minimum of \$5000 for 2019 as part of the ecumenical Refugee Support Committee.

**CARRIED**

As a strategy for reaching this goal we will approach the Outreach Interest Group to consider donating \$2500 of their outreach intake, we will consider a congregational appeal or other fundraising activities. Leslie Bezte will approach Outreach Interest Group for their consideration on this matter.

Pembina Parish Leadership Team Minutes April 4, 2019

**NEXT MEETING DATE – May 15, 2019 at 4:30PM**

**CLOSING** – Rev Cathie Waldie closed with prayer

**MOTION TO ADJOURN** at 7:30PM

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**Chairperson**

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**Recording Secretary**